

# Preliminary and Final Plats

## General Description

The *Subdivision Regulations* of Franklin, Tennessee, are the regulating authority for all subdivision of land within the City of Franklin (a.k.a. the platting process). The Sub Regs are designed to regulate the division of land within the city to provide for the harmonious development of the city, secure a coordinated layout and adequate provision for traffic, and secure adequate provision for light, air, recreation, transportation, water, drainage, sewerage and other facilities. The overarching concern of the regulations is to protect the health, safety, and welfare of all stakeholders within the city.

There are two types of subdivision review procedures: Preliminary Plats and Final Plats. Subdivisions that create three or more lots are required to go through the Preliminary Plat process, the Site Plan (Construction Document) process, and then the Final Plat process. Subdivisions of two lots, re-combinations/consolidation of existing lots, or minor revisions to existing lot lines or easements may forgo the Preliminary Plat and proceed with the Final Plat review process. Neither conveyance (sale) of individual lots nor issuance of building permits for structures (other than infrastructure) may occur until approval of a Final Plat.

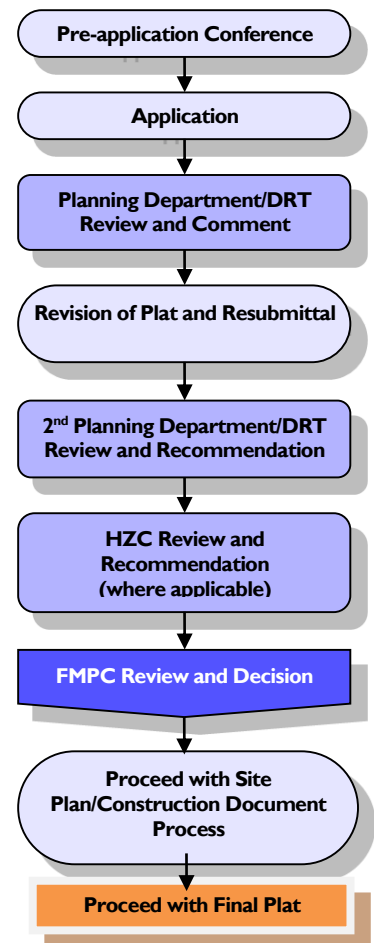
## The Review Process

### Preliminary Plats

A Preliminary Plat (a subdivision of land creating three or more new, buildable lots), is reviewed as follows:

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference prior to application.
1. Following the pre-application conference, the applicant may provide public notice and submit a formal application for a Preliminary Plat in accordance with the *Subdivision Regulations* within 90 days.
2. The Department of Planning and Sustainability and the DRT will review the application and provide comments to the applicant.
3. Following revision and re-submission of the application, the Department of Planning and Sustainability and Engineering Department shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
4. The FMPC will hold a public meeting to review and discuss the Preliminary Plat and will make a decision in accordance with the *Subdivision Regulations*, legal requirements, and the FMPC By-laws.

### Subdivision – Preliminary Plat Review Process



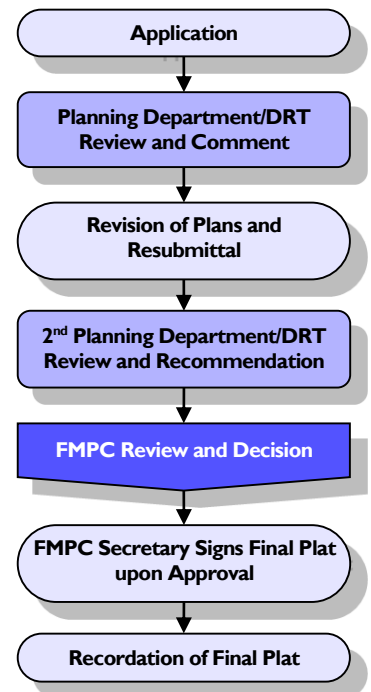
5. Once the Preliminary Plat is approved, the applicant may proceed with activities related to installation of infrastructure.

### Final Plats

A Final Plat may be submitted as the second step in the subdivision process for subdivisions creating two or more buildable lots. If the plat is a two lot subdivision, a revision to existing easements or lot lines, or is a consolidation of previously approved lots, a Final Plat may be submitted without submitting a Preliminary Plat. A Final Plat is reviewed as follows:

1. Applicants are required to meet with the Department of Planning and Sustainability for a pre-application conference prior to application.
2. Following a pre-app, the applicant may submit a formal application for a Final Plat in accordance with the *Subdivision Regulations*.
3. The DRT will review the application and provide comments to the applicant.
4. Following revision and re-submission of the application, the DRT shall review the revised application, prepare a staff report, and make a recommendation to the FMPC.
5. The FMPC will hold a public meeting to review and discuss the Final Plat creating new lots and will make a decision in accordance with the *Subdivision Regulations*, legal requirements, and the FMPC By-laws. Staff may administratively approve Final Plats that revise existing, approved lots lines or easements and consolidation plats. Administrative Plat submittals follow the FMPC / Administrative Meetings and Deadline Schedule.
6. All required signatures shall be affixed, with the FMPC Secretary signing last.
7. The Final Plat shall be recorded with the Williamson County Register of Deed's Office within one (1) year of approval by the FMPC or it shall expire.

#### Subdivision – Final Plat Review Process



### Things to Know About Subdivision Plats

- Performance Agreements for the construction and maintenance of infrastructure and other improvements, such as new streets, sidewalks, and detention facilities, are required in accordance with city standards.
- Applications for Preliminary Plats require written notice to all property owners within 500 feet of the subject property and to all registered neighborhood organizations in accordance with Section 2.3.8 of the *Zoning Ordinance*.
- The subdivider shall bear the financial responsibility for the original installation costs of all street signs and street lighting in the subdivision.

- Some Final Plats may be administratively approved by staff, as specified in the *Subdivision Regulations*. Plats eligible for administrative review shall follow the submittal process, as established in the approved FMPC Meetings and Deadlines Schedule.
- Upon approval, Plats are submitted to the Department of Planning and Sustainability for the Post –PC review for plan revisions made to meet conditions of approval.

**Submittal Requirements & Checklists are included in Appendix F of this document.**

*Contact the Department of Planning and Sustainability for the latest version of the Checklist(s) for plats.*